



BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
Meeting Date: March 29, 2023

MEMBERS

TRENT A. MCCAIN ESQ., PRESIDENT ~ **ABSENT**
ARLENE D. COLVIN ESQ, VICE PRESIDENT ~ **PRESENT**
ANGELA LOCKETT ESQ, SECRETARY ~ **PRESENT**
MARIANETTA L. BARBER, CLERK

*Motion to amend the agenda to add one contract under 5d) Correspondence from the Health Department and add item 5g) Correspondence from the Law Department.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

MINUTES

APPROVAL OF MEETING MINUTES

March 22, 2023

– **Adopted & Approved**

A. Colvin – Yes

A. Lockett - Yes

CLAIMS

Approval of Claims to be Paid on March 31, 2023

○ 110-1 – GENERAL FUND		\$181,527.34
○ 220-1 – MOTOR VEHICLE H	\$54,659.84	
○ 220-2 – LOCAL ROADS & S	\$17,308.71	
○ 220-3 – MVH RESTRICTED	\$7,253.50	
○ 220-4 – PARK DEPARTMENT	\$6,666.00	
○ 221-2 – HEALTH/HUMAN SE	\$1,071.89	
○ 222-5 – VEHICLE AUCTION	\$1,483.48	
○ 222-6 – COMMUNITY DEVEL	\$137,972.00	
○ 222-8 – LAW ENF TRAIN	\$1,880.12	
○ 241-8 – BIO-TERRORISM	\$1,100.00	
○ 241-9 – IMMUNIZATION BI	\$398.75	
○ 242-7 – COMP COURT	\$20.00	

○ 246-9 – HIV PREVENTION	\$304.69
○ 248-9 – COVID-19 HEALTH	\$4,324.30
○ 249-0 – COVID-19 ESG	\$5,821.57
○ 252-8 – DOIT NON REVERT	\$3,712.75
○ 331-9 – FIRE CAP EQUIP	\$164.00
○ 444-5 – CONSOLIDAT AREA	\$5,025.00
○ 890-3 – WCI/UCI BENEFIT	\$24,514.82

SPECIAL REVENUE

\$279,380.17

○ 221-5 – AMBULANCE NON-R	\$22,871.00
○ 224-0 – PUB SFTY INC TA	\$19,065.63
○ 242-6 – HOME PROGRAM	\$11,218.39
○ 243-0 – FORECLOSURE GNT	\$2,330.64
○ 251-2 – RDVLP AUX NON-R	\$961.50
○ 880-1 – FIRE PENSION FU	\$1,600.00
○ 880-2 – POLICE PENSION	\$4,225.00

TOTAL CLAIMS TO PE PAID

\$523,179.675

– Approved

A. Colvin – Yes

A. Lockett – Yes

Ratification of Claims Paid Week of March 23, 2023

○ 110-1 – GENERAL FUND	\$858,386.91
○ 242-6 – HOME PROGRAM	\$3,000.00
○ 248-7 – ARP AM RES PLAN	\$5,695.72

TOTAL CLAIMS PAID

\$867,082.63

– Approved

A. Colvin – Yes

A. Lockett – Yes

Ratification of Payroll Withholdings for the Week of March 23, 2023

○ 110-1 – GENERAL FUND	\$6,685.37
○ 890-2 – PAYROLL WITHHOL	\$148,338.36

TOTAL

\$155,023.73

– Approved

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE AND AGREEMENTS

CORRESPONDENCE FROM THE PUBLIC WORKS DIVISION

Contract with Mechanical Concepts, Inc. ("Contractor") to perform various services in the Boiler Room at City Hall (401 Broadway). The Contract provides for a term effective as of March 21, 2023 and ending on December 31, 2023. Contractor shall be paid an amount not to exceed Ninety-Three Thousand Eight Hundred Six Dollars (\$93,806.00) during the term of this Contract. Contractor must submit detailed invoices to be paid.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

Contract with Rieth-Riley Construction to pay past due and future invoices for providing hot asphalt and other mixes to the City of Gary. The term of the Contract is from February 2, 2023 until December 31, 2023. Contractor shall be paid an amount not to exceed Eighty-seven Thousand Five Hundred Forty-Two Dollars and Thirteen Cents (\$87,542.13).

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

Ratification of Contract with Milestone Contractors North, Inc. to provide services required for the 2022 Citywide street resurfacing project for the City of Gary. The contract provides for a term effective as of January 19, 2023 and ending December 31, 2023. Contractor was awarded the winning bid for the 2022 Citywide Street Resurfacing project as the lowest and most responsive bidder. Contractor shall be paid an amount not to exceed One Million Six Hundred Eighty-Four Thousand Two Hundred Eighty-Six Dollars and Eighty-Two Cents (\$1,684,286.82) during the term of this Contract. The compensation amount consists of One Million Fifty Thousand Three Hundred Fifteen Dollars and Eighty-Two Cents (\$1,050,315.82) for previous work from a 2022 Contract and Six Hundred Thirty-Three Thousand Nine Hundred Seventy-One Dollars (\$633,971.00) for additional work.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

Request for Driveway Confirmation – MJ3Land LLC – 2660 W 35th Ave. MJ3Land LLC has requested that the Board confirm that the subject parcel would be granted a driveway permit upon approval of a development plan for the site MJ3Land is in the process of selling the land to another developer. The new developer's lender will not approve the sale without confirmation from the City of Gary that access to the site will be allowed from 35th Avenue. Recommendation is contingent upon:

1. The City of Gary approves a site plan for the land in conformance with all Public Works, Building Department, Planning Department, and Zoning regulations.
2. A Building Permit is applied for and granted by the Building Department.
3. The proposed driveway is designed in conformance with City of Gary driveway standards.
4. All fees in effect at the time of the submittal are paid.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Permit No. – 23011 – Request for Permit to Relocate Existing Communications Cable – MCI Metro Access Transmission Services, LLC – Western Utility Contractors LLC – Lake St, between Hemlock Ave and E 3rd Ave. MCI has requested a permit to relocate existing utilities to avoid conflict with Lake Street Drainage Improvements and Roadways. No closures are anticipated. The work is expected to take place between 4/10/23 and 7/29/23. We have reviewed the attached request and have no objections.

Recommendation is contingent upon:

- 1. The fee shall be \$1,000 per ordinance.**
- 2. All attached City of Gary Street Cut & Right-of-Way Permit Requirements shall be followed.**

– Approved

A. Colvin – Yes

A. Lockett – Yes

Permit No. 23-012 – Request for Street Cut Permit – AT&T A02K2K8 – 4220 E 6th Place. AT&T has requested a street cut permit at the subject location to install underground communications cable. Work is scheduled to start upon approval and be completed by April 27, 2023. The Contractor will be Always Underground, who holds and active City of Gary Contractor license. No traffic restrictions are anticipated. We have reviewed the enclosed application and have no objections.

Recommendation is contingent upon:

- 1. The fee shall be \$1,000 per the City’s Schedule of Fees ordinance.**
- 2. The attached Right-of-Way Permit Requirements shall be followed.**

– Approved

A. Colvin – Yes

A. Lockett – Yes

Permit No. 23-013 – Request for Street Cut Permit – AT&T A02JJ84 – 7213 Oak Avenue. AT&T has requested a street cut permit at the subject location to install underground communications cable. Work is scheduled to start upon approval and be completed by April 28, 2023. The Contractor will be Always Underground, who holds an active City of Gary Contractor license. No traffic restrictions are anticipated. We have reviewed the enclosed application and have no objections.

Recommendation is contingent upon:

- 1. The fee shall be \$1,000 per the City’s Schedule of Fees ordinance.**
- 2. The attached Right-of-Way Permit Requirements shall be followed.**

– Approved

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE FIRE CIVIL SERVICE COMMISSION

Contract with Sonji Rae Draper to provide services as Administrative Assistant for the Gary Fire Civil Service Commission. The Contract provides for a term effective as of February 1, 2023 and ending December 31, 2023. Contractor shall be paid an amount not to exceed Fifty Thousand Dollars (\$50,000.00) during the term of this Contract. The Contractor shall be paid at a rate of \$24.04 per hour.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE COMMUNITY DEVELOPMENT DEPARTMENT

Approval of Title Company Professional Services Contract – Chicago Title Company for Title Services for designated properties within the City of Gary for the Neighborhood Stabilization Program (NSP).

Board Approval is requested for the following as indicated:

- Chicago Title Company - \$817.00 – Various title services

Contract not to exceed Five Thousand Dollars (\$5,000.00).

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

2022 ESG Crisis Center, Inc. (Alternative House) Subrecipient Agreement between the City of Gary – Community Development Department and the Crisis Center, Inc. (Alternative House).

- Crisis Center, Inc. (Alternative House) \$115,000.00

ESG funds will be used to provide emergency shelter for boys and girls (ages 10 to 18) who are homeless, runaways or unaccompanied youth for up to 20 days. Alternative House will provide immediate safety – 24-hour access – 365 days a year.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

Receipt and opening of CDBG Emergency Rehabilitation Bids. On March 21, 2023, bids were let for CDBG Emergency rehabilitation work. Accordingly, we are requesting the Board of Works to receive and open the bids on Wednesday, March 29, 2023.

– **Approved**

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE HEALTH AND HUMAN SERVICES DEPARTMENT

Rescission of Contract with Shirley Borom. This Contractor's Amendment to contract was effective as of January 1, 2023 and called for payment of \$3,000.00 for 2023 calendar year. However, the Contract should not have been applied to the 2023 calendar year, but should have been applied to 2022 calendar year. The parties have mutually agreed to terminate that Contract and execute a new Contract that would cover services for the proper period from

January 1, 2022 to June 30, 2022. Upon acceptance of this rescission, the parties can execute a new Contract for the correct calendar year.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Shirley Borom. This Contract has an effective date as of January 1, 2022 and expired on June 30, 2022. The Contract provides a \$3,000.00 flat payment which is payable to the Contractor for services provided during that term relating to the COVID pandemic.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Rescission of Amendment with Brandy Downs-Burnett. This Contractor's Amendment to Contract was effective as of January 27, 2023 and increased Contractor's pay by \$3,000.00 for 2023 calendar year. However, the extra three thousand dollars should not have been applied to the 2023 calendar year, but should have been applied to the 2022 calendar year. The parties have mutually agreed to terminate that Contract and execute a new Contract that would cover services for the proper period from January 1, 2022 until June 30, 2022. Upon acceptance of this rescission, the parties can execute a new contract for the correct calendar year.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Brandy Downs-Burnett. This Contract has an effective date as of January 1, 2022 and expired on June 30, 2022. The Contract provides a \$3,000.00 flat payment which is payable to Contractor for services provided during the term relating to the COVID pandemic.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Rescission of Amendment with Roland Walker. This Contractor's Amendment to Contract was effective as of January 27, 2023 and increased Contractor's pay by \$3,000.00 for 2023 calendar year. However, the extra three thousand dollars should not have been applied to the 2023 calendar year, but should have been applied to the 2022 calendar year. The parties have mutually agreed to terminate that Contract and execute a new Contract that would cover services for the proper period from January 1, 2022 until June 30, 2022. Upon acceptance of this rescission, the parties can execute a new contract for the correct calendar year.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Roland Walker. This Contract has an effective date as of January 1, 2022 and expired on June 30, 2022. The Contract provides a \$3,000.00 flat payment which is payable to Contractor for services provided during the term relating to the COVID pandemic.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Rescission of Amendment with Jana Smith. This Contractor's Amendment to Contract was effective as of January 27, 2023 and increased Contractor's pay by \$3,000.00 for 2023 calendar year. However, the extra three thousand dollars should not have been applied to the 2023 calendar year, but should have been applied to the 2022 calendar year. The parties have mutually agreed to terminate that Contract and execute a new Contract that would cover services for the proper period from January 1, 2022 until June 30, 2022. Upon acceptance of this rescission, the parties can execute a new contract for the correct calendar year.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Jana Smith. This Contract has effective date as of January 1, 2022 and expired on June 30, 2022. The Contract provides a \$3,000.00 flat payment which is payable to Contractor for services provided during that term relating to the COVID pandemic.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Tawanna Brown to provide services as Lead Case Manager for a Lead Hazard Prevention Program for the Gary Health Department. The Contract provides for term effective as of February 27, 2023 and expiring on July 21, 2023. Contractor shall be paid an amount not to exceed Seven Thousand Fifty-Six Dollars (\$7,056.00) during the term of this Contract. The Contractor shall be paid at a rate of \$21.00 per hour. Additionally, the Contractor will be reimbursed for grant related, pre-approved travel related expenses.

– Approved

A. Colvin – Yes

A. Lockett – Yes

Contract with Mark International, LLC to provide armed security services for the Gary Health Department at the Ambridge-Mann Warming Center during the month of December 2022. The Contract provides for a 1-month term effective as of December 1, 2022 and ending December 31, 2022. Contractor shall be paid an amount not to exceed Two Thousand Nine Hundred Sixteen Dollars (\$2,916.00) during the term of this Contract. The Contractor shall be paid at a rate of \$18.00 per hour.

– Approved

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE FINANCE DEPARTMENT

Contract with Security Incorporated (the "Contractor") to provide money transportation services for the City. Contractor shall be paid an amount not to exceed Seven Thousand Three

Hundred Dollars (\$7,300.00) during the term of this Contract. The Contract is a two-year term beginning effective as of January 2, 2023 and ending on January 1, 2025.

– Approved

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE FIRE DEPARTMENT

Contract with Insight Public Sector to purchase software licenses for use by City employees. The Contract provides for a term effective as of January 1, 2023 and ending December 31, 2023. Contractor is an authorized reseller of Microsoft Software, services and other commercial off the shelf software products and will be paid an amount not to exceed Three Hundred Twenty-One Thousand Three Hundred Sixty-Nine Dollars and Eighteen Cents (\$321,369.18) during the 3-year term of the Contract, which shall be paid One Hundred Seven Thousand One Hundred Twenty-Three Dollars and Six Cents (\$107,123.06) per year.

– Approved

A. Colvin – Yes

A. Lockett – Yes

CORRESPONDENCE FROM THE LAW DEPARTMENT

Waiver of Fees – Northwestern University. Northwestern University Production Team will shoot in Idle Hour Park located at 781 Mississippi Street on the afternoon of April 15, 2023. The film is being made under the auspices of Northwestern University's Dept. of Radio-TV-Film and is insured by Northwestern's Dept. of Risk Management. As such, the Law Department recommends that the film permit fee of \$1,000 be waived.

– Approved

A. Colvin – Yes

A. Lockett – Yes

UNFINISHED BUSINESS ~ None

NEW BUSINESS ~ None

PUBLIC COMMENTS ~ None

APPROVED and ADOPTED on April 5, 2023

Trent A. McCain, President



Arlene D. Colvin, Vice President



Angela Lockett, Secretary